

# Instructions for Returning Remote Equipment

Dear [Recipient's Name],

We hope this message finds you well. As part of our equipment return process, please follow the instructions below to ensure the safe and successful return of your remote equipment.

## Return Instructions

1. Gather all items included in the original package:
  - Device
  - Charger
  - Accessories
  - Any promotional items (if applicable)
2. Ensure the equipment is in good condition. Clean the device and check for any damages.
3. Pack the equipment securely in a sturdy box. Use bubble wrap or packing materials to protect the items during transit.
4. Attach the pre-paid return shipping label provided in your initial package. If you did not receive a label, please contact us at [Customer Service Phone Number] or [Email Address].
5. Drop off the package at your nearest shipping location or schedule a pickup.

## Return Deadline

Please ensure that your equipment is returned by [Return Deadline Date] to avoid any late fees.

## Contact Information

If you have any questions regarding the return process, feel free to reach out to us:

**Email:** [Email Address]

**Phone:** [Customer Service Phone Number]

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]